

**BY ORDER OF THE COMMANDER
43D AIRLIFT WING**

**POPE AIR FORCE BASE
INSTRUCTION 36-2805**

25 FEBRUARY 2011

Personnel

**TEAM POPE QUARTERLY AND
ANNUAL AWARDS PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Pope AFB Instruction (PAFBI) establishes procedures for nominating and selecting Civilian Employees, Volunteers, Company Grade Officers, Airmen, NCOs, Senior NCOs, Key Spouse, Honor Guard Member, AFSO21 Team, First Sergeants and Squadrons for the Team Pope and 43d Airlift Wing Quarterly and Annual Awards Program. It contains guidelines on the administration of the program and defines responsibilities. It applies to all Pope AFB personnel, including mission partners. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may not be supplemented.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Revisions to this instruction correspond to updates of Air Mobility Command (AMC) award nomination directives specified in AFI36-2805_AMC. Major changes include: Revises paragraph 5; adds paragraphs 5.5. and 5.9. Revises paragraph 7 and adds paragraphs 7.1. through 7.11.2. Revises paragraph 8 and adds paragraph 8.1 through 8.3. Additionally, it improves clarity of quarterly and annual criteria in regards to nomination packages and grading strategy. Finally, this instruction contains

revised attachments to enhance visual examples, supplement the written guidelines, and increase standardization.

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1. OBJECTIVE

1.1. Recognize the professionalism, exceptional achievements, technical competence, and self-improvement of outstanding enlisted, officer, and civilian personnel of Team Pope. Reward individuals who strive for greater responsibility and make significant contributions to the mission, base, and community.

2. QUARTERLY AND ANNUAL AWARD CATEGORIES

- 2.1. Volunteer. Any person, military or civilian.
- 2.2. Airman (Amn). Enlisted members in the grades of E-1 thru E-4.
- 2.3. Noncommissioned Officer (NCO). Enlisted members in the grades E-5 and E-6.
- 2.4. Senior NCO (SNCO). Enlisted members in the grades of E-7 and E-8.
- 2.5. Company Grade Officer (CGO). Commissioned officers in the grades of O-1 thru O-3.
- 2.6. Civilian Category I. Includes all employees in grades GS-/GG-01 through 08, WG-/WL-01 through 08, NA-/NL-/NS-01 through 08, CC-01 through 05, NF-I and II, YA-/YC-/YD-/YF-/YH-/YJ-/YK-/YN-/YP-01, YB-/YE-/YI-/YL-01 through 03, and YM-01 and 02.
- 2.7. Civilian Category II. Includes all employees in grades GS-/GG-09 through GS-12, WG-/WL-09 and above, WS-01 through 12, NA-09 and above, NL-/NS-09 through 12, NF-III and IV, YA-/YC-/YD-/YF-/YH-/YJ-/YK-/YN-02, YE-04, and YL-04.
- 2.8. AFSO21 Team. Any AFSO21 Team event conducted during the award period.
- 2.9. Squadron. Any 43d Airlift Wing Squadron.
- 2.10. Honor Guard Member/Ceremonial Knight. A current member of the Pope Air Force Base Honor Guard.
- 2.11. First Sergeant of the Year. Nominees must serve in the position of first sergeant and have the 8F000 AFSC, First Sergeant, in the rank of MSgt through SMSgt.
- 2.12. Key Spouse of the Year. Any current Team Pope Key Spouse.
- 2.13. Twelve Outstanding Airmen of the Year (12 OAY). Annual 43 AW award winners are forwarded to HQ AMC for consideration during their annual awards selection process. Enlisted nominees competing at HQ AMC must complete the 12 OAY Statement of Intent and Public Release Statement in [Attachment 10 and 11](#).
- 2.14. Pope AFB Quarterly/Annual Awards. Boards will consider 43 AW winners and Pope AFB mission partners for final selection.

3. ELIGIBILITY CRITERIA

- 3.1. Eligibility criteria for quarterly awards.
 - 3.1.1. Individuals must not have an established unfavorable information file during the award period.
 - 3.1.2. Individuals must have a current fitness score of 75 points or greater.
- 3.2. Eligibility criteria for annual awards.
 - 3.2.1. Individuals must not have an established unfavorable information file during the award period.
 - 3.2.2. Individuals must have a current fitness score of 75 points or greater.
 - 3.2.3. Individuals do not have to be a quarterly winner to be submitted for the annual award.

3.2.4. If individuals are promoted during the award period, they will compete in the category of award that corresponds to the grade they held for the majority of the award period (i.e., if a SrA is promoted to SSgt in May, he or she will compete in the NCO category for the annual competition, same applies to civilian categories).

3.2.5. Nominees for the First Sergeant category must have held the 8F000 AFSC for at least 6 months of the award period to be eligible.

3.2.6. Ceremonial Knight nominees must have served at least six months in the base honor guard program to be eligible for the annual award. **NOTE:** Annual award nominations need to explicitly capture the "whole person, whole career" concept. The 43 AW will nominate the annual award winners to compete for the 12 OAY and USAF First Sergeant of the Year awards (their whole career is scrutinized).

4. NOMINATION PROCEDURES

4.1. All quarterly and annual packages flow from the squadron or agency, through the respective group, 43d Airlift Wing Staff Agency (WSA), or mission partner boards, to the 43 AW/CCC. The packages will arrive to the 43 AW/CCC in electronic form. The 43 AW/CCC will distribute each package, by category, to the respective board president to compete in the appropriate wing and base level board.

4.2. The groups, WSA, and mission partners may submit one nominee per category. Wing level nomination packages must compete through the applicable squadron, group, and WSA board selection process.

4.3. Prepare nomination cover letter as shown in **Attachment 2**, signed by the group commander or commander designee. The 43 AW/DS or designee will sign nomination cover letter for the WSA.

4.4. Submit specific accomplishments for the award period on the most current version of the AF IMT Form 1206. Specific instructions for accomplishing AF IMT Form 1206 for the Awards Program are provided at **Attachment 2**.

4.5. Forward package to the 43 AW/CCC organizational email box (43AW.CCC@pope.af.mil). The estimated board schedule and package suspense dates are in **Attachment 8** (DATES ARE TENTATIVE AND WILL BE VARIED AS NECESSARY).

4.6. Quarterly award periods are: 1st quarter, 1 Jan – 31 Mar; 2d quarter, 1 Apr – 30 Jun; 3d quarter, 1 Jul – 30 Sep; 4th quarter, 1 Oct – 31 Dec.

4.7. Annual award period is 1 Jan through 31 Dec. Award periods for functional awards, special awards, and trophies are established by the respective award program guidance.

5. BOARD COMPOSITION AND SCORING

5.1. Enlisted Categories.

5.1.1. The recommended board make-up is as follows: Airman board will consist of three Technical or Master Sergeants and a CMSgt as the president; and the NCO board will consist of three Master or Senior Master Sergeants and CMSgt as the president. The SNCO board and the annual First Sergeant board will consist of Chief Master Sergeants. Quarterly boards will consist of a representative from each group and the wing staff. The

annual board should consist of the 43 AW/CCC and superintendents from the selected groups and mission partners or their designee. Units will provide name, rank, duty section, phone number and date of rank of board members in each category to the 43 AW/CCC organizational box one week prior to package suspense date. Quarterly and annual boards can be records review boards or face-to-face boards. The 43 AW/CCC can alter board make-up as necessary.

5.1.2. Criteria used in the nomination package (AF IMT 1206) include Leadership and Job Performance in Primary Duty, Significant Self-Improvement, and Base/Community Involvement. See [Attachment 4](#) for detailed descriptions of each category.

5.1.3. Board members must read and score the AF IMT Form 1206 prior to board start time using **Attachment 12**, *43d Airlift Record Review Wing Score Sheet*. Board members will tally each nominee's total score and provide the board president with a rank order listing of the nominees.

5.1.4. The Board President will compile the rankings from each board member's sheet. Once the rankings are compiled, the board President will screen for significant disagreements (a difference of more than two in rankings on a nominee). Significant disagreements are discussed among the members who are in disagreement. If the significant disagreement cannot be resolved between the members, the board president will make the final decision on the rankings.

5.2. Company Grade Officer Category.

5.2.1. The quarterly and annual board president is the 43 AW/CV or designated representative. The remaining board members consist of selected Group CCs, 43 AW/DS or Deputies. Exceptions or variations can be made by the board president.

5.2.2. The selection board is provided a copy of each competing AF IMT 1206 and will consider the whole-person factors with emphasis on achievements during the quarter/year. Factors include Leadership and Job Performance in Primary Duty, Significant Self-Improvement, and Base/Community Involvement. See [Attachment 4](#) for detailed descriptions of each category.

5.2.3. Board members must read and score the AF IMT Form 1206 prior to board start time using **Attachment 12**, *43d Airlift Record Review Wing Score Sheet*. Board members will tally each nominee's total score and provide the board president with a rank order listing of the nominees.

5.2.4. The Board President will compile the rankings from each board member's sheet. Once the rankings are compiled, the board President will screen for significant disagreements (a difference of more than two in rankings on a nominee). Significant disagreements are discussed among the members who are in disagreement. If the significant disagreement cannot be resolved between the members, the board president will make the final decision on the rankings.

5.3. Civilian Category I and II.

5.3.1. Category I and II awards apply to quarterly/annual recognition for civilian appropriated fund employees serviced by the Civilian Personnel Flight (CPF).

5.3.2. Nominees in each category must have demonstrated outstanding performance in their assigned duties during the award period. Civilians may demonstrate such performance in many ways, including exceptional service to customers, outstanding accomplishment of a special task or project, noteworthy community involvement, or actively promoting the sense of teamwork and mission accomplishment for the individual's organization or the entire installation.

5.3.3. Nominating officials will forward the nomination(s) on an AF IMT 1206 (**Attachment 5**) and a nomination letter (see **Attachment 2**) in accordance with PAFBI 36-2805, Chapter 4. The 43 AW/CCC will send the civilian nominations to the CPF for verification. Upon verification from CPF, the 43AW/CCE will then schedule the selection board and distribute the packages to the board members.

5.3.4. Selection Procedures.

5.3.4.1. Nominations are evaluated by a board chaired by the 43 AW/CV or designated representative. The remaining board members are selected Group/CCs, 43 AW/DS or Deputies.

5.3.4.2. Criteria used in the civilian nominating package (AF IMT 1206) include Job Description, Leadership and Job Performance, and Other Significant Accomplishments/Community Efforts. See **Attachment 5** for detailed descriptions of each category.

5.3.5. Board members must read and score the AF IMT Form 1206 prior to board start time using **Attachment 12**, *43d Airlift Record Review Wing Score Sheet*. Board members will tally each nominee's total score and provide the board president with a rank order listing of the nominees.

5.3.6. The Board President will compile the rankings from each board member's sheet. Once the rankings are compiled, the board President will screen for significant disagreements (a difference of more than two in rankings on a nominee). Significant disagreements are discussed among the members who are in disagreement. If the significant disagreement cannot be resolved between the members, the board president will make the final decision on the rankings.

5.4. Volunteer Awards.

5.4.1. Selection for the Volunteer award is based on recognizing individuals who, without the benefit of pay, contribute their time and efforts toward improving the quality of life at Pope AFB. Volunteer activities can be at Pope or for an agency in the community that directly or indirectly supports Pope AFB.

5.4.2. This instruction applies to all volunteers, to include active duty, retired personnel, DoD civilians, and all their family members.

5.4.2.1. A volunteer is defined as anyone who donates time and/or service in support of volunteer activities. The volunteer time and accomplishments nominated for recognition applies only to off-duty contributions.

5.4.2.2. This instruction does not change or supersede other directives on volunteer awards programs currently applicable to a particular activity, i.e., awards presented to American Red Cross and Family Services volunteers.

5.4.3. Nominations will be submitted electronically on an AF IMT 1206 ([Attachment 6](#)) or bond paper and will consist of 8 bullets for quarterly awards and 12 bullets for annual awards. No header lines will be used; however, the following areas will be used for grading consideration: Accomplishments on Pope AFB; accomplishments in the local community; other commitments that impact the volunteer's contribution. In addition, total number of volunteer hours for award period must be included.

5.4.3.1. All nominations will be submitted electronically to the 43 AW/CCC. If completed by a military organization, submit nomination package in accordance with Chapter 4, paragraph 4.2. If completed by a professional organization or individual, submit package directly to the 43 AW/CCC in accordance with Chapter 4, paragraph 4.5, of this instruction.

5.4.4. Selection Procedures.

5.4.4.1. Nomination packages are evaluated by a board chaired by the 43 AW/CCC or designee. The remaining board members are selected from the Community Action Information Board.

5.5. AFISO21 Team of the Quarter

5.5.1. AFISO21 Team of the Quarter nomination submissions are limited to the AFISO21 A3 Report Summary only ([Attachment 7](#)). Improvement events can be in the form of rapid improvement events, just-do-its, 6S, or any initiative focused on process improvements.

5.5.2. AFISO21 Team of the Year nominations are limited to the AFISO21 A3 Report Summary only ([Attachment 7](#)). Improvement events can be in the form of rapid improvement events, just-do-its, 6S, or any initiative focused on process improvements.

5.5.3. The A3 Report Summary should identify some or all of these criteria: How the improvement ties to the Strategic Alignment and Deployment of AFISO21 at the Wing, AMC, and Air Force; positive effect on "Problem Opportunity, Goals, and Objectives" of the event; manpower, time, and cost savings; return on investment; supporting measures of performance (Quality, Cost, Delivery, Safety); positive impact to the customer; waste reduced or eliminated; support a culture of continuous improvement; and/or sustainment of improvement initiative.

5.5.4. The Board President is the 43 AW/CV or designated representative. Board members consist of the Group CCs, 43 AW/DS or Deputies. The board will review the nominations and vote for the best improvement initiative.

5.6. Squadron.

5.6.1. The 43d Airlift Wing Squadron award primarily focuses on how individual squadrons worked to support the wing mission and vision. The category header lines are Mission Accomplishments, Extraordinary & Unique Accomplishments, and Base/Community Involvement.

5.6.2. Squadron of the Quarter nominations are limited to a maximum of 23 lines (including header lines). Max graded point distributions are as follows: 12 points for Mission Accomplishment, 3 points for Extraordinary and Unique Accomplishments, and 5 points for Base and Community Involvement.

5.6.3. Squadron of the Year nominations are limited to 30 lines (including header lines). Max graded point distributions are as follows: 16 points for Mission Accomplishment, 6 points for Extraordinary and Unique Accomplishments, and 5 points for Base and Community Involvement.

5.6.4. Squadron nomination packages will include separate statistical data on page 2 of the AF IMT 1206 as it applies to the squadron for the entire award period. The following data will be provided.

5.6.4.1. Impaired Driving. The total number of events attributed to any member of the squadron apprehended by law enforcement for driving impaired or under the influence calculated as a percentage of assigned personnel. The Squadron will provide the raw data with their package.

5.6.4.2. Fitness Training Program. Calculated as a percentage, this statistic is the total number of personnel that became non-current at any single point during the award period divided by the total number of personnel in squadron subject to Air Force Fitness program. The squadron will provide the entire equation to include both the raw data as well as the calculated percentage.

5.6.4.3. Performance Reports. Calculated as a percentage, this statistic is the total number of officer and enlisted performance reports overdue to the Military Personnel Section at any single point of the award period divided by the total number of performance reports due from the squadron in the period. The squadron will provide the entire equation to include both the raw data as well as the calculated percentage.

5.6.4.4. Government Travel Card (GTC) Delinquencies. Calculated as a percentage, this statistic is the total number of GTC accounts that were delinquent at any single point of the award period divided by the total number of GTC accounts assigned to the squadron. The squadron will provide the entire equation to include both the raw data as well as the calculated percentage.

5.6.5. The Board President is the 43 AW/CV or designated representative. Board members consist of the Group CCs and 43 AW/DS. If members are unavailable, there are no alternate board members for this board.

5.6.6. Board members will tally each nominee's total score and provide the board president with a rank order listing of the nominees.

5.6.7. The Board President will compile the rankings from each board member's sheet. Once the rankings are compiled, the board President will screen for significant disagreements (a difference of more than two in rankings on a nominee). Significant disagreements are discussed among the members who are in disagreement. If the significant disagreement cannot be resolved between the members, the board president will make the final decision on the rankings

5.7. Honor Guard Member/Ceremonial Knight.

5.7.1. Base Honor Guard Member of the Quarter nominations. This award recognizes the quarterly accomplishments of an enlisted base-level Honor Guard member who has made the most significant contribution in the area of military honors and ceremonies in the base-level program.

- 5.7.1.1. The Sustainment Flight Commander and Superintendent with the Honor Guard OIC and NCOIC will form a board to evaluate performance review documents to recognize the quarterly winners. The Sustainment Flight Superintendent will coordinate with the appropriate unit First Sergeant prior to announcing the winner.
- 5.7.2. Base Honor Guard Member of the Year nominations. This award recognizes an enlisted base-level Honor Guard member who has made the most significant contribution in the area of military honors and ceremonies in the base-level program.
- 5.7.2.1. Submit specific accomplishments for the award period on the most current version of the AF Form 1206. The headings will be divided into two categories: Leadership and Job Performance in Honor Guard Duties (20 lines); Significant Self-Improvement to Military Funeral Honors & Ops (8 lines).
- 5.7.2.2. The Sustainment Flight Commander and Superintendent with the Honor Guard OIC and NCOIC will form a board to evaluate performance review documents to recognize the quarterly winners. The Sustainment Flight Superintendent will coordinate with the Command Chief and appropriate unit First Sergeant prior to finalizing the submission to Hq AMC and announcing the winner.
- 5.8. First Sergeant of the Year. Group commanders may submit one 8F000 nominee per group. The nominee must hold the 8F000 AFSC, First Sergeant, for at least 6 months of the award period to be eligible. Nominations are limited to 30 bullets (including header lines).
- 5.8.1. The selection board consists of the 43 AW/CC, 43 AW/CV, and 43 AW/CCC.
- 5.9. Key Spouse of the Year.
- 5.9.1. Key Spouse of the Year nominations are submitted to coincide with the Hq AMC submission timelines. Team Pope nominees must be a current key spouse. Only 43d Airlift Wing nominees will compete at Hq AMC.
- 5.9.2. Submit specific accomplishments for the award period on the most current version of the AF IMT Form 1206. Do not exceed a total of 25 lines (including header lines); however, the job description category is not included in the 25 lines.
- 5.9.2.1. Job Description: In no more than four lines (including the header), describe the nominee's primary job responsibilities and duties as a key spouse.
- 5.9.2.2. Specific Accomplishments: Characterize the nominee's contributions as evidenced by character, conduct, and willingness to achieve unit goals. This could include leadership qualities applied to a specific unit, wing, or Air Force problem or development of new techniques, procedures, or processes which resulted in increased mission effectiveness. Provide factual and substantiated examples of the nominee's significant and unique achievements and performance of Key Spouse duties. Describe how well your nominee improved unit family cohesion; explain any other outstanding services the employee provided that benefited the organization's mission. All accomplishments must have occurred during the 12-month nomination period.
- 5.9.2.3. Other Significant Accomplishments/Community Efforts: Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, community and (or) civic activities, and family enhancement.

5.9.3. Nominations are evaluated by a board chaired by the 43 AW/CV. The remaining board members are Team Pope Group/CCs, Directors of Staff or Deputies.

5.10. Team Pope and 43 AW winner selection process.

5.10.1. Mission partner nominations will compete directly with each 43 AW group and WSA nomination. Each board member will score all nominations (43 AW and mission partner) using **Attachment 11**, *Team Pope Awards Program Record Review Score Sheet*. This applies to all award categories.

5.10.2. After compiling the board member results, the board president will determine the final rank order of each nomination package. The highest ranked package is the Team Pope winner in its category. The highest ranked 43 AW package is the 43 AW winner in its category. In a tie, the board president will determine the winner.

6. RECOGNITION

6.1. Quarterly and annual award winners are announced at a luncheon, dinner or other appropriate event.

6.2. The CGO, Enlisted, Civilian Cat I and II, Honor Guard Member, Key Spouse, and First Sergeant annual winners will compete at the MAJCOM level in their respective categories. Refer to **Attachment 9** for package requirements.

6.3. Squadron and Volunteer of the Year are recognized at the 43 AW annual awards banquet.

6.4. Uniform requirement for the nominees, presenters, emcees, and proffers at the quarterly luncheon is uniform of the day for military nominees and business casual for civilian nominees. Uniform requirements for the annual banquet are semi-formal or mess dress for all military attendees and business suit or equivalent for civilians.

7. RESPONSIBILITIES

7.1. The 43 AW Commander is responsible for the awards program and has final approval authority over all wing and base level award categories prior to announcement.

7.2. The 43 AW Vice Commander (43 AW/CV).

7.2.1. Appoints or acts as chairperson and appoints board members for the CGO, civilian, and squadron selection boards.

7.3. 43 AW Vice Commander Executive Assistant (43 AW/CVE).

7.3.1. Administers the CGO, Civilian, AFSO21 Team, and squadron award programs.

7.3.2. Forwards selectees' names to 43 AW/CCC.

7.3.3. Serves as focal point for ensuring the board members for CGO and Civilian categories are properly briefed on their responsibilities.

7.4. The 43 AW group commanders, 43 AW/DS, and mission partner commanders.

7.4.1. Establish internal selection procedures to ensure fair and equitable consideration of all possible nominees within their organizations.

7.4.2. Forward nomination packages to the 43 AW/CCC by the prescribed date and time.

7.5. The 43 AW Command Chief Master Sergeant (43 AW/CCC).

- 7.5.1. Establishes time line and suspense schedule for all 43 AW and Pope AFB annual and quarterly awards.
- 7.5.2. Serves as the turn-in point for all Pope AFB quarterly and annual awards packages.
- 7.5.3. Ensures award package submissions are disseminated to the office of primary responsibility for each award area.
- 7.5.4. Administers enlisted, volunteer, 12 OAY, and First Sergeant of the Year award programs.
- 7.5.5. Appoints or acts as chairperson and appoints board members for enlisted selection boards.
- 7.5.6. Acts as focal point for the quarterly awards ceremonies and the annual awards banquet.
- 7.5.7. Provides oversight to the First Sergeants Council in planning and executing the annual special awards and trophies ceremony.

7.6. The 43 AW Executive Assistant to the Command Chief Master Sergeant (43 AW/CCCE).

- 7.6.1. Assists 43 AW/CCC with all enlisted awards program duties.
- 7.6.2. Serves as the point of contact for all enlisted awards packages.
- 7.6.3. Serves as focal point for ensuring enlisted board members are properly briefed on their responsibilities.
- 7.6.4. Distributes and collects all board related materials.
- 7.6.5. Briefs 43 AW/CCC and files final results from all awards boards.
- 7.6.6. Purchases awards for the 43 Airlift Wing and Pope AFB quarterly/annual award winners and engraves with recipient's name, name of award, and inclusive dates.
- 7.6.7. Serves as point of contact for sponsor invitations and RSVPs.
- 7.6.8. Prepares seating cards with Sponsor's/Guest's name and company.
- 7.6.9. Consolidates list of selectees' names and provides list to 43 AW/PA and 43 AW/HO after awards ceremony.

7.7. Civilian Personnel Flight.

- 7.7.1. Verify all civilian nominations in CPF system.
- 7.7.2. Submit verification results to 43AW/CCC and 43AW/CCE office.
- 7.7.3. Files final results from all civilian boards sent from 43AW/CCE.

7.8. Pope AFB First Sergeant's Council.

- 7.8.1. Responsible for the recognition aspect of the awards ceremony.
- 7.8.2. Ensures quarterly and annual awards ceremonies are accomplished.

7.9. 43 AW Historian Office (43 AW/HO) maintains a copy of all 43 AW winning packages for program continuity and as a baseline resource for future nomination packages. The historian may maintain winning packages from other units and wing nominee packages as provided.

7.10. The 43 AW winners (enlisted and CGO) will serve as a Wing Advisory Council for the installation commander. The CAT I civilian, CAT II civilian, Team Pope annual winners, 440 AW annual winners, and the Key Spouse of the Year may also sit on the council.

7.10.1. The responsibilities of the Wing Advisory Council are as follows:

7.10.1.1. Develops policy recommendations on quality of life and quality of service issues which impact the installation.

7.10.1.2. Identifies and prioritizes quality of life and quality of service issues, driven by Air Force or legislative actions, which impact the installation or the Air Force.

7.10.1.3. Prepares input, to include background information, and recommend action by the installation commander on these issues.

7.10.1.4. Makes recommendations to the installation commander on policy issues which impact the installation.

7.10.1.5. Responds to the installation commander or group commander requests for study, evaluation, and/or recommendation on issues affecting the installation and/or personnel.

7.10.1.6. Performs such other duties as may be assigned by the installation commander.

7.10.2. The council will meet at least quarterly with the installation commander to discuss agenda items, issues, and action items. The 43 AW/CV and 43 AW/CCC may meet with the council more frequently to discuss initiatives and progress on tasks.

8. COMMANDER'S sPECIAL EMPHASIS

8.1. The 43 AW/CC, 43 AW/CV, and 43 AW/CCC may recognize outstanding performance on an individual basis targeting special emphasis issues of the commander.

8.2. Recognition is awarded in the form of a letter of appreciation, 43 AW/CC coin, 43 AW/CCC coin, or any other means deemed appropriate by the commander.

8.3. The 43 AW/CC, 43 AW/CV and the 43 AW Chief of Safety may recognize outstanding performance in the safety environment with a wing safety coin.

9. FUNCTIONAL AWARDS, SPECIAL AWARDS AND TROPHIES

9.1. All functional awards awarded at the MAJCOM level are coordinated through the 43 AW/CCE prior to submittal to provide wing leadership with insight into unit activities and an additional review to maximize success.

9.1.1. Wing suspense date is at least 2 weeks prior to higher headquarters' suspense unless otherwise directed. Functional awards requiring 43 AW/CC endorsement are routed through the normal wing coordination cycle and returned to the unit for submittal once approved. Functional awards not requiring 43 AW/CC endorsement are review by

43 AW/CCE and returned to the unit for revision and submittal. The unit will then submit a courtesy copy to 43 AW/CCC.

9.2. Special awards and trophies typically require 43 AW/CC endorsement and are routed through the normal wing coordination cycle. Wing suspense date is at least 2 weeks prior to the AMC suspense or 1 month prior to the AF suspense, whichever is earlier, unless otherwise directed; see **Attachment 13**, *Special Awards and Trophies*.

9.2.1. 43 AW/CCE will compile packages for wing special awards and trophies nominees from group nominees and provide to 43 AW/CV and 43 AW/CC for review and recommendation. 43 AW/CC is the final decision-making authority in all cases.

10. FORMS PRESCRIBED No prescribed forms used for this instruction

11. FORMS ADOPTED

AF Form 1206, *Nomination for Award*

AF Form 847, *Recommendation for Change of Publication*

JAMES C. JOHNSON, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-1001, *Managing the Civilian Performance Program*, 1 July 1999

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFSC—Air Force Specialty Code

AW—Airlift Wing

AMC—Air Mobility Command

ASOG—Air Support Operations Group

ATA—Airlift Tanker Association

CAIB—Community Action Information Board

CC—Commander

CCC—Command Chief Master Sergeant

CCCE—Command Chief Master Sergeant Executive Assistant

CCF—First Sergeant

CCMA—Airlift Wing Executive Assistant to the Command Chief Master

CGOC—Company Grade Officers' Council

CGO—Company Grade Officer

CPF—Civilian Personnel Flight

CV—Vice Commander

CVE—Vice Commander Executive

DPC—Civilian Personnel Flight

DPF—Family Support Center

DOD—Department of Defense

DS—Director of Staff

DUI—Driving Under the Influence

ESC—Enlisted Spouses Club

FSS—Force Support Squadron

GS—General Schedule
IAW—In Accordance With
MAJCOM—Major Command
MC—Master of Ceremonies
MDG—Medical Group
MSG—Mission Support Group
NAF—Non-Appropriated Funds
NET—Not Earlier Than
NCO—Noncommissioned Officer
NLT—Not Later Than
NSPS—National Security Personnel System
OAY—Outstanding Airman of the Year
OG—Operations Group
OPR—Office of Primary Responsibility
PA—Public Affairs
PO—Private Organization
PSA—Pope Spouses Association
PTA—Parent Teacher Association
QTR—Quarter
SNCO—Senior Noncommissioned Officer
UIF—Unfavorable Information File
VAC—Volunteer Advisory Council
WG—Wage Grade
WL—Wage Leader
WS—Wage Supervisor

Terms

Annual—1 January through 31 December unless otherwise defined.

Quarterly—1 January through 31 March (1st Qtr), 1 April through 30 June (2d Qtr), 1 July through 30 September (3d Qtr), and 1 October through 31 December (4th Qtr).

Military Categories—

Company Grade Officer (CGO)—Second Lieutenant through Captain (O-1 through O-3).

Senior Noncommissioned Officer (SNCO)—Master Sergeant through Senior Master Sergeant E-7 through E-8). (Chief Master Sergeants and First Sergeants possessing the 8F000 AFSC are not eligible for the Pope AFB awards program).

Noncommissioned Officer (NCO)—Staff Sergeant through Technical Sergeant (E-5 through E-6).

Airman (AMN)—Airman Basic through Senior Airman (E-1 through E-4).

First Sergeant—Master Sergeant through Senior Master Sergeant (E-7 through E-8) awarded the AFSC 8F000 and serving in an authorized first sergeant manning position.

Civilian Categories—

Category 1—(Administrative/Technical Support): includes all GS-01 through GS-06 and WG/WL equivalent.

Category 2—(Specialist/Managerial Support): includes all GS-07 through GS-11, and WS, WG, WL equivalent.

AFSO 21 Team Awards—Any AFSO21 event registered and documented by the 43 AW/CVO office.

Volunteer Categories—A volunteer is defined as anyone who donates time and/or services in support of volunteer activities. A volunteer must be off duty, leave or unpaid status at the time of service to be eligible for this award. Volunteers may be nominated through the unit they are naturally affiliated with. For example, a civilian or military employee (or family member of an employee) assigned to a participating unit who volunteers at the chapel may be nominated either by their unit or by the chapel (but not both).

Private Organization (PO) Volunteer—Anyone who donates time and/or services in support of properly organized and chartered Pope private organizations (EWC, OWC, Thrift Shop, Boy & Girl Scouts (Pope chapters), Pope Elementary School, etc.) in off-duty time. PO volunteers are nominated directly by the PO and not through a Pope unit.

Attachment 2
SAMPLE NOMINATION LETTER



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 43D AIRLIFT WING (AMC)
POPE AIR FORCE BASE NORTH CAROLINA

Date

MEMORANDUM FOR 43 AW/CC

FROM: 43 MSG/CC

SUBJECT: Quarterly/Annual Award Nominations

I nominate the following individuals for the quarterly/annual award board for the period (1 Jan through 31 Mar). I certify that each individual does not have an Unfavorable Information File.

CATEGORY	RANK/NAME	ORGANIZATION
AIRMAN		43 CS
NCO		43 CES
SNCO		43 SFS
CGO		43 FSS
Civilian Category I		43 LRS
Civilian Category II		43 CS
Volunteer		43 SFS
Squadron		43 CES

CHARLES A. DUNN, Col, USAF
Commander

Attachment:
Nomination Packages

NOTE:

1. Use 12 pitch, Times New Roman font only.

Attachment 3

INSTRUCTIONS TO COMPLETE AF FORM 1206

A3.1. Do not use sentence punctuation and special fonts. Bullets will start on the line below the category.

A3.2. In most cases, you should use bullet statements that define the “Action-Result-Impact.” This paints the best picture for the board members to assess the person’s overall accomplishments.

A3.3. Awards packages.

A3.3.1. Enlisted and CGO quarterly awards.

A3.3.1.1. Use no more than 18 lines, including category header lines, of the AF IMT 1206 for all categories.

A3.3.1.2. The balance of the categories is not required to match the point allocations; however, awarded points are capped at 10/2/3 in the Leadership and Job Performance in Primary Duty, Significant Self-Improvement, and Base/Community Involvement categories respectively.

A3.3.1.3. If using acronyms that are not commonly known, they must be defined at the bottom of the AF IMT 1206

A3.3.2. Enlisted and CGO annual awards.

A3.3.2.1. Use no more than 30 lines, including category header lines, of the AF IMT 1206 for all categories.

A3.3.2.2. The balance of the categories is not required to match the point allocations; however, awarded points are capped at 19/4/4 in the Leadership and Job Performance in Primary Duty, Significant Self-Improvement, and Base/Community Involvement categories respectively.

A3.3.2.3. Annual awards may compete beyond Pope AFB; therefore, **do not use** acronym/abbreviation not commonly known.

A3.3.3. Civilian quarterly awards

A3.3.3.1. Submissions are limited to 18 lines, (including two category header lines: Leadership and Job Performance, Other Significant Accomplishments/Community Efforts) and an additional maximum of 6 lines for the Job Description category at the top of the form including the header.

A3.3.4. Civilian annual awards

A3.3.4.1. Submissions are limited to 30 lines, (including two category header lines: Leadership and Job Performance, Other Significant Accomplishments/Community Efforts) and an additional maximum of 6 lines for the Job Description category at the top of the form including the header.

A3.3.5. Volunteer awards.

A3.3.5.1. Submissions are limited to 8 lines for quarterly awards and 12 lines for annual awards, focusing on volunteerism on Pope AFB and in the local community.

A3.4. Military Grading Criteria Categories.

A3.4.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit.

A3.4.2. SIGNIFICANT SELF-IMPROVEMENT. Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certificates, off-duty education related to primary duties and so forth.

A3.4.3. BASE/COMMUNITY INVOLVEMENT. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations and events.

A3.5. Civilian Grading Criteria Categories.

A3.5.1. JOB DESCRIPTION. Provide a brief explanation of the nominee's major duties and responsibilities. Limit this to six lines.

A3.5.2. LEADERSHIP AND JOB PERFORMANCE. Characterize the employee's personal leadership as evidenced in their character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to a specific problem, development of new techniques, procedures, or processes which resulted in increased mission effectiveness. Provide factual and substantiated examples of the nominee's significant achievements and performance above general job requirements. Describe how well your nominee improved operations; highlight any support he/she provided for special projects; explain any other outstanding services the employees provided that benefited the organization's mission.

A3.5.3. OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS. Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, additional duties, community and/or civic activities, and family enhancement.

Attachment 4

MILITARY AF FORM 1206 TEMPLATE

NOMINATION FOR AWARD		
AWARD Annual Award Program	CATEGORY (If Applicable) Airman	AWARD PERIOD 1 Jan - 31 Dec 2008
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA Bill A. Bong	SSN (Enter Last 4 Only) 9876	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 3A031/Admin Apprentice	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: (312) 424-1110 COMM: (910) 394-1110	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 43 CS/SCO/513 Virgin St. Pope AFB/NC/28308-2393		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/Bradley W. Barnhardt/DSN: (312) 424-1000 COMM: (910) 394-1000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</p> <ul style="list-style-type: none"> - #1 of 1,400 Airmen; led consolidation of wing IM-recognized as 43 AW Airmen of the Quarter Jul-Sep 2008 - Phenomenal customer service; efficiently processed/validated 438 ID cards...17%increase--100% msn ready - Developed wing records centralization process; reduced error rate 48%--selected by UCI as "Top Performer" - Conducted hands-on record management training for 38 new custodians--ensured FOIA compliance across Wg - Exceptional! Trained to 6 new 3-level Airmen on 54 core tasks--ensured task coverage in four new Gp CSSs - Presented MPF orientation for HEARTLINK; brought clarity to deployment processing--34 family mbrs prep'd - Worked 17 out-of-cycle base realignment assignments; actions assisted smooth family moves--AFPC praised - Id'd 1,500 out-of-date emergency data cards; corrective action 98% complete in 45 days--aided Wg readiness - Driving force behind Ghedi AB Comm upgrade; seven initiatives combined--saved \$52K in contracting costs - Sharp! Identified Ghedi AB medical aid station design flaw; added required comm; averted catastrophic delay <p>SIGNIFICANT SELF-IMPROVEMENT</p> <ul style="list-style-type: none"> - Aggressively completed OJT--assumed lead customer service duty w/only 2 mths on-station--94% on CDCs - Exceeded CSAF mandate for enhanced language skills training; striving for trilingual--4.0 GPA in German <p>BASE OR COMMUNITY INVOLVEMENT</p> <ul style="list-style-type: none"> - Air Force ambassador; flight CFC rep--made 100% contact/raised \$1,500; AADD team lead w/23 lives saved - AF Sergeants Association Airmen Activities coordinator; led 3 events for 450 Airmen--built strong teamwork - 2007 Honor Guardsman of the Yr! Shining AF rep during array of military ceremonies; commanded 17 events! <p>* This is a sample only. For quarterly submissions there is a maximum of 18 lines to include the three headings. The balance of the categories is not required to match the point allocations; however, awarded points are capped at 10/2/3 in the Primary Duty, Self-Improvement, and Community Involvement categories respectively.</p> <p>* Be careful not to overuse acronyms. An acronym/abbreviation listings may be used and aligned below the bullets on the AF IMT 1206 to explain unique acronyms not commonly known throughout the Air Force.</p> <p>* In most cases, you should use bullet statements that define the "Action-Result-Impact." This paints the best picture for the board members to assess the person's overall accomplishments. Category descriptions are:</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.</p> <p>SIGNIFICANT SELF-IMPROVEMENT: Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <p>BASE OR COMMUNITY INVOLVEMENT: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, Air Force Sergeants Association, Sunday school teacher...</p>		

Attachment 5

CIVILIAN AF FORM 1206 TEMPLATE

NOMINATION FOR AWARD		
AWARD Pope AFB Quarterly (or Annual) Award Program	CATEGORY (If Applicable) Civilian Category I or II	AWARD PERIOD Inclusive Period
RANK/NAME OF NOMINEE (First, Middle Initial, Last) First, Middle Initial, Last Name	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE Self Explanatory	NOMINEE'S TELEPHONE (DSN & Commercial) Self Explanatory	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Self Explanatory		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Self Explanatory		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>JOB DESCRIPTION</p> <p>- Provide a brief explanation of the nominee's major duties and responsibilities. Limit this to six lines or less including the header. This heading is for informational purposes only and does not count against the total lines allotted.</p> <p>LEADERSHIP AND JOB PERFORMANCE</p> <p>- Characterize the employee's personal leadership as evidenced in their character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to a specific problem, development of new techniques, procedures, or processes which resulted in increased mission effectiveness.</p> <p>- Provide factual and substantiated examples of the nominee's significant achievements and performance above general job requirements.</p> <p>- Describe how well your nominee improved operations; highlight any support he/she provided for special projects; explain any other outstanding services the employees provided that benefited the organization's mission.</p> <p>- All accomplishments must have occurred during the 3/12-month nomination period.</p> <p>OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS</p> <p>- Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, additional duties, community and/or civic activities, and family enhancement.</p> <p>Notes</p> <p>- Nominations for Quarterly Awards: Limit the write-up to 18 lines including two headings (Leadership and Job Performance, Other Significant Accomplishments/Community Efforts). Additionally, the Job Description category must be at the top of the form, and not exceed 6 lines including the header.</p> <p>- Nominations for Annual Awards: Limit the write-up to 30 total lines including two headings (Leadership and Job Performance, Other Significant Accomplishments/Community Efforts). Additionally, the Job Description category must be at the top of the form, and not exceed 6 lines including the header.</p>		

Attachment 6

VOLUNTEER AF FORM 1206 TEMPLATE

NOMINATION FOR AWARD		
AWARD Pope AFB Quarterly (or Annual) Award Program	CATEGORY (If Applicable) Volunteer	AWARD PERIOD Inclusive Period
RANK/NAME OF NOMINEE (First, Middle Initial, Last) First, Middle Initial, Last Name	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSN & Commercial) Self Explanatory	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Self Explanatory		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) N/A		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) <ul style="list-style-type: none"> - No Header Bullets - Quarterly Award = 8 Bullets - Annual Award = 12 Bullets - The following areas will be used for grading consideration: <ul style="list-style-type: none"> -- Accomplishments on Pope AFB -- Accomplishments in the local community -- Other commitments that impact the volunteer's contribution - Include Number of Volunteer Hours 		

Attachment 7

AFSO 21 TEMPLATE

<p>Team Members: 43 CUS, 43 OSS</p>	<p>OODA - Observe, Orient, Decide, & Act 8-Step Problem Solving Model</p> <p>43d AW Pope Ramp Lighting</p>	
<p>1. Clarify & Validate the Problem</p> <p>41 Ramp Light Poles (entire Pope Ramp) automatically turn on at dusk, regardless of need. Many light poles are illuminating empty aircraft parking spots.</p>	<p>4. Challenges</p> <ul style="list-style-type: none"> - Not enough personnel or time to switch on/off each ramp light pole each night - Lights already configured with photovoltaic (solar) sensors (which is a good thing and a bad thing) as they cause lights to burn all night long - Aircraft parking plan changes nightly - Lighting must be sufficient for aircraft security and maintenance during night shift - Cannot tear up the runway to run hard lines to a central panel to control each light 	<p>6. See Countermeasures Through</p> <ul style="list-style-type: none"> - Wireless RF control panel and pole switches installed Aug 2007 by the contractor - Ramp light protocol (plan) developed by Maintenance, Command Post, and Tower personnel - Tower ramp light control panel is labeled by Ramp (visual management)
<p>2. Break Down the Problem/Identify Performance Gaps</p> <ul style="list-style-type: none"> - Labor intensive to switch off each pole individually. Would require a trip to each pole. - Lights burn all night long, increasing wear and tear on bulbs and ballasts, and waste electricity. Ramp lights consume over 7% of Pope's annual electricity. - Light pollution hampers ability for aircraft aircrew to train under night ops. Impairs NVG's. 	<p>5. Develop Countermeasures</p> <ul style="list-style-type: none"> - Procure wireless RF technology to control each ramp light for the Aircraft Control Tower. Tower personnel receive aircraft parking plan from Maintenance via the Command Post and configure lighting appropriately. Project cost for technology and install is \$102k. - Tower personnel wirelessly control ramp lights according to parking plan, and "on the fly" based on continuous observation of the ramp - Ramp lights are switched off for NVG night ops training. 	<p>7. Confirm Results & Process</p> <ul style="list-style-type: none"> - Did we meet our targets (Block 3)? - Savings generated total \$157k per year, based on 2007 kilowatt-hour costs - After the first two months, it was discovered that Tower, Maintenance, and CP personnel initially not coordinating to ensure the best use of the technology. Some ramp lights still burn unnecessarily. COUNTERMEASURE: personnel held meeting to ensure full exploitation of the technology and achieve greater collaboration. RESULT: Zero lights burn unnecessarily, maximizes savings and reduced wear on ramp lights. - End result - 3.5% of Papes electricity saved.
<p>3. Set Improvement Target</p> <ul style="list-style-type: none"> - Reduce waste (electricity, bulbs, ballast, maintenance time) while still providing a means to brightly illuminate areas with aircraft. - Enable quick response to configure Ramp Lights for night ops or changes in aircraft parking plan. 	<p>8. Standardize Successful Processes</p> <ul style="list-style-type: none"> - Standard Work - Lighting plan followed each night, and lighting configuration refined on the fly by Tower upon request from Maintenance or CP. - Shared success with AMC and SAFISO 	

Attachment 8

EXAMPLE BOARD SCHEDULE

NOMINATION PACKAGES DUE TO 43 AW/CCC EMAIL ORG BOX NLT COB ON:	BOARD DATES	RECOGNITION LUNCHEON (BANQUET FOR ANNUAL)
15 April - 1st Quarter Awards	17 April	30 April
15 July - 2d Quarter Awards	17 July	30 July
14 October - 3d Quarter Awards	16 October	29 October
15 January - 4th Quarter Awards	17 January	21 January
15 January - Annual Awards / 12 OAY / USAF First Sergeant of the Year	23 January	30 January

Submit Board Member Names by:	1st Quarter 8 April	2d Quarter 8 July	3d Quarter 7 October	4th Quarter 6 January	Annual Awards 14 January
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NOTE: Dates are estimated and subject to change.

NOMINATION REQUIREMENT MATRIX

[illegible]

Attachment 10

12 OAY STATEMENT OF INTENT



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 43D AIRLIFT WING (AMC)
POPE AIR FORCE BASE NORTH CAROLINA

Date

MEMORANDUM FOR (UNIT/OFFICE SYMBOL)

FROM: Nominee Rank/Name
Nominee Unit/Office Symbol
Unit Address
Pope AFB NC 28308-2393

SUBJECT: Statement of Intent for- Award Title

- (1) "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection."
- (2) "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I UNDERSTAND I may be called upon by my MAJCOM Commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have a positive impact upon Air Force recruiting and retention."
- (3) "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

NOMINEE NAME, Rank, USAF
Nominee Duty Title

NOTES:

1. Use 12 pitch, Times New Roman font only.
2. Not required for USAF First Sergeant of the Year package.
3. This statement is a verbatim requirement of AFI 36-2805, Paragraph 3.4.4.

Attachment 11

SAMPLE PUBLIC RELEASE STATEMENT



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 43D AIRLIFT WING (AMC)
POPE AIR FORCE BASE NORTH CAROLINA

Date

MEMORANDUM FOR (UNIT/OFFICE SYMBOL)

FROM: Nominee Rank/Name
Nominee Unit/Office Symbol
Unit Address
Pope AFB NC 28308-2393

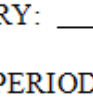
SUBJECT: Public Release Statement- Award Title

(1) "I do or do not (circle one) agree to the use of privacy act information in the nomination narrative. This information may include privacy act information or personally identifying information (PII) found in AFI 33-332, Privacy Act Program, Chapter 12, disclosing records to third parties. I understand those transmitting personal information will exercise caution and adequately safeguard it IAW AFI 33-332, Paragraph 7.3., and Paragraphs 10.2.1. & 10.2.2. The announcement message or any publicity regarding the award nomination will contain no privacy act information other than name, rank, and base of assignment."

(2) Disclosure statement: Voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition.

NOMINEE NAME, Rank, USAF
Nominee Duty Title

RECORD REVIEW SCORE SHEET



Team Pope Awards Program

RECORD REVIEW SCORE SHEET

CATEGORY: _____ AWARD PERIOD: _____	BOARD MEMBER: _____ I affirm that I will perform the duties imposed upon me without prejudice or partiality, having in view both the special fitness of the Airmen and the best interest of the United States Air Force. SIGNATURE: _____
TEAM POPE CANDIDATES OG: _____ MSG: _____ MDG: _____ WSA: _____ 18 ASOG: _____ 21 STS: _____ 24 STS: _____	Grade each bullet using the following criteria a. 1 pts = <u>Significant</u> impact on unit/ <u>Wg/Gp/Sq/AF</u> or = Outstanding achievement/beyond normal scope b. ½ pts = Some/minimal impact on unit or = <u>Normal</u> achievement within scope of duties c. 0 pts = No impact on unit/ <u>Wg/Gp/Sq/AF</u> (Fluff) or = <u>Achievement</u> is insignificant or had no impact

RATING SYSTEM	Max Points		OG	MSG	MDG	WSA	18 ASOG	21 STS	24 STS
Military	Qtr	Yr							
Leadership & Job Performance	10	19							
Significant Self-Improvement	2	4							
Base/Community Involvement	3	4							
Civilian - Prioritize Entire Package	1, 2, 3								
Squadron									
Mission Accomplishment	12	16							
Extraordinary/Unique Accomplishments	3	5							
Base/Community Involvement	5	6							
Volunteer									
Pope AFB Accomplishments	4	6							
Local Community Accomplishments	2	3							
Other Accomplishments	2	3							
Number of Hours (used only for tie)									
First Sergeant of the Year									
Leadership & Job Performance		19							
Significant Self-Improvement		4							
Base/Community Involvement		4							
SCORE TOTAL									

Attachment 13

SPECIAL AWARDS AND TROPHIES

AWARDS AND TROPHIES	Reference
Institute of Navigation Awards - Norman P. Hays - P.V. Weems - Superior Achievement - Early Achievement	
Ten Outstanding Young Americans Awards	
Verne Orr Award	
NCOA Vanguard Award	
Joan Orr AF Spouse OTY	AFI 36-2805
Individual Mobilization Augmentee (IMA) OTY	AFI 36-2808
AFSA Pitsenbarger Award	AFI 36-2816
Koren Kolligian Trophy	AFI 36-2805
Collier Trophy	AFI 36-2805
Cheney Award	AFI 36-2805
Aviator Valor Award	AFI 36-2805
Mackay Trophy	AFI 36-2805
Daedalian Exceptional Pilot Award	AFI 36-2807
Air Force Association Award (Outstanding Civilian Employees OTY)	
Outstanding Aviation Resource Management Personnel (1C0X2) OTY Awards	
Department of Defense Distinguished Civilian Service Award	
AFA Outstanding Civilian Employees of the Year	
12 Outstanding Airmen OTY	AFI 36-2805
USAF First Sergeant OTY	AFI 36-2805
Civilian Employee of the Year	
Company Grade Officer of the Year	
Katharine Wright Memorial Award/Trophy	
USO "Spirit of Hope" Award	
Anthony C. Shine Award	AFI 36-2807
General and Mrs. Jerome F. O'Malley Award	AFI 36-2864
William A. Jump Memorial Award	
AF Volunteer Excellence Award	AFI 36-3009 Atch 5
Anti-Terrorism Awards (DoD)	
American Legion Spirit of Service Award	
Lt Gen Claire Lee Chennault Award	AFI 36-2807
DoD Fire & Emergency Services Awards	
Federal Asian/Pacific American Council (FAPAC) - Meritorious Service Award (Military) - Outstanding Individual Award (Civilian) -- Outstanding Individual Leadership	

-- Excellence in Individual Achievement -- Diversity Excellence	
Gen Thomas D. White USAF Space Trophy	
National Image, Inc Meritorious Service Award	
AFA Test Team of the Year	
Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award	
Congressional Caucus for Women's Issues Memorial Ceremony, Air Force	
Representative (Female SNCO)	
Wright Brothers Memorial Trophy	
Gold Certificate of Merit from Assoc. of Old Crows (AOC)	AFI 36-2807
Tuskegee Airman Awards - Capt Robert W. Williams Military Award - CMSgt Fred Archer Military Award - SMSgt Margaret Frances Barbour Military Award	
Federally Employed Women Military Meritorious Service Award	
League of United Latin American Citizens (LULAC)	
"Excellence in Military Service Award"	
OPM Director's PILLAR Award (Send Direct)	
GEICO Public Service Award	
DEERS/Rapids Certificate of Excellence Award	
National Hispanic engineer National Achievement Award	
Outstanding Employees with Disabilities Awards	
William T. Pecora Award (Send Direct)	
Lance P. Sijan USAF Leadership Award - FGO, CGO, SNCO, Junior Enlisted	AFI 36-2805
Gen. Lew Allen Jr. Award	AFI 36-2818
GEICO Military Service Awards - Drug and Alcohol Abuse Prevention - Fire Prevention and Fire Safety - Traffic Safety and Traffic Accident Prevention	AFI 36-2805
National Public Service Award	
NASM Trophies	
AF Outstanding Unit Award	AFI 36-2803
AF Distinguished EEO Award	
CINC Installation Excellence Award	AFI 36-2831
AFA Aerospace Awards - Theodore Von Karman - David C. Schilling Award - Gill Robb Wilson Award - Hoyt S. Vandenberg Award - Citation of Honor	AFI 36-2805
Public Service Excellence Award	

Catherine and Marjorie Stinson Award for Achievement from National Aviation Club (NAC)	AFI 36-2807
Nominations for JAAGA Award	
Good Housekeeping Award for Women in Government http://www.cawp.rutgers.edu/	
Arthur S. Fleming Award - Administrative Category - Applied Science Category	
Lt General Gordon A. Blake Aircraft Save Award and Aircraft Assist Award	
Jabara Award	
Women of Color Gov't & Defense Technology Awards	
Office of Personnel Management (OPM) Director's Award for Outstanding Work/Life Programs	